

CEA



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

DEPARTMENT: DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION: CHIEF DEPUTY ADMINISTRATOR,
CORRECTIONAL PROGRAMS, CEA
STATEWIDE

SALARY: \$8,149 – \$8,983

FINAL FILING DATE: CONTINUOUS FILING

VISION STATEMENT: *We will end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides:*

- *Intervention to at-risk populations*
- *Quality services from time of arrest*
- *Successful integration back into society*

MISSION STATEMENT: *To improve public safety through evidence-based crime prevention and recidivism reduction strategies.*

DUTIES/RESPONSIBILITIES:

The Chief Deputy Administrator (Working Title: Chief Deputy Warden), plans, organizes, directs, and coordinates all correctional, business management, work-training incentive, educational services and related programs within a correctional institution; directly supervises all institutional staff; serves as a member of the Warden's policy-setting executive staff; represents the Warden in policy and decision-making meetings within the institution, the department, and with other agencies and organizations; acts as the Warden in his/her absence; develops, interprets, and administers policies and procedures governing the operation of an institution; administers a comprehensive, long-range program for the custody, housing, classification, work, academic and vocational education and training, and discipline and appeals of inmates; administers the activities of inmates;

administers the business management activities of the institution; administers the institution's programs for recruitment and selection, equal employment opportunity and labor relations; and coordinates the institution's programs with other institutions and department programs to ensure operational effectiveness.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (and excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

DESIRABLE QUALIFICATIONS:

- Broad and extensive administrative experience managing a comprehensive, program for the custody, housing, classification, work, academic and vocational education, discipline and appeals of inmates and offenders.
- Experience in planning, organizing, directing, or coordinating major correctional programs, i.e., correctional business management, education, medical and allied services, or related programs which has lead to a broad based understanding of institutional operations.
- Demonstrated experience in developing cooperative working relationships with advocate groups, employee organizations, multidisciplinary staff, and gain the confidence and support of top level administrators.
- Well developed oral, written and interpersonal skills. The ability to interact and communicate effectively with inmates, staff, the public, other law enforcement and governmental agencies.
- Ability to analyze complex problems and recommend and/or implement an effective course of action.
- Demonstrated leadership, flexibility, and judgment in managerial and program administration, budget management, and accountability necessary to perform in the capacity of a Chief Deputy Warden.
- Demonstrated experience in applying principles and techniques of personnel management and supervision, staff development, and position control.

KNOWLEDGE AND ABILITIES:

1. Knowledge of: Organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

2. Ability to: Plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

The Chief Deputy Administrator, Correctional Programs, CEA is a peace officer position; therefore, applicants are subject to meeting all peace officer requirements.

PEACE OFFICER REQUIREMENTS:

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code, Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in this classification.

Age Limitation – minimum age for appointment: 21 years (Applicants must state birth date on application.)

Background Investigation: Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections or California Youth Authority background investigation may be required to undergo only a partial background investigation.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws or arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

EXAMINATION INFORMATION:

This examination will consist of a review by a screening committee of the candidates Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in this bulletin, using predetermined evaluation criteria. Experience indicated may be paid or voluntary, in State service, other government settings, or in a private organization. In order to be successful in this examination, a minimum rating of 70% must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit**:

- A standard State Application (Std. Form 678) and resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge and abilities as they relate to each of the desirable qualifications identified in this bulletin. **You must provide specific examples.** The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length and no less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**
- A Conditions of Employment – Form 631 indicating employment location preference(s).

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used to fill Chief Deputy Administrator, Correctional Programs, CEA vacancies throughout the State. Names of successful candidates are merged into the list in order of final scores, regardless of dates. Eligibility expires 24 months after establishment of eligibility. Applicants will be eligible for reexamination once every six months. Testing cycles for this examination will be conducted on a quarterly basis. For information regarding the California Department of Corrections and Rehabilitation institution locations, please log onto www.cdcr.ca.gov. If you should have any questions regarding the examination process, please contact Vicki Ann Tapia, Executive Recruitment and Appointments at (916) 327-8017 vickiann.tapia@cdcr.ca.gov.

FILING INSTRUCTIONS:

Applications, resumes, and Statement of Qualifications will be accepted on a continuous basis by the Department of Corrections and Rehabilitation, Executive Recruitment and Appointments Unit, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108N, Sacramento, California.

**This bulletin cancels and supersedes any previously issued
Chief Deputy Administrator, Correctional Programs, CEA bulletins.**

EXAMINATION TITLE

CHIEF DEPUTY ADMINISTRATOR, CORRECTIONAL PROGRAMS, CEA

NAME (PLEASE PRINT - FIRST, MI, LAST)

See Reverse for Map of Regions by County

LOCATIONS IN WHICH YOU ARE WILLING TO WORK**PLEASE CHECK YOUR CHOICES - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT CHECKED**

<input type="checkbox"/> 5 Anywhere in the State (If checked, no further selection is necessary)	<input type="checkbox"/> 2102 California State Prison, San Quentin, San Quentin, Marin County
<input type="checkbox"/> 0309 Mule Creek State Prison, Ione, Amador County	<input type="checkbox"/> 2701 Correctional Training Facility, Soledad, Monterey County
<input type="checkbox"/> 0802 Pelican Bay State Prison, Crescent City, Del Norte County	<input type="checkbox"/> 2708 Salinas Valley State Prison, Soledad, Monterey County
<input type="checkbox"/> 1015 Pleasant Valley State Prison, Coalinga, Fresno County	<input type="checkbox"/> 3310 California Rehabilitation Center, Norco, Riverside County
<input type="checkbox"/> 1307 Calipatria State Prison, Calipatria, Imperial County (North)	<input type="checkbox"/> 3313 Chuckawalla Valley State Prison, Blythe, Riverside County
<input type="checkbox"/> 1308 Centinela State Prison, Seeley, Imperial County (South)	<input type="checkbox"/> 3329 Ironwood State Prison, Blythe, Riverside County
<input type="checkbox"/> 1503 California Correctional Institution, Tehachapi, Kern County	<input type="checkbox"/> 3404 Folsom State Prison, Represa, Sacramento County
<input type="checkbox"/> 1513 Wasco State Prison - Reception Center, Wasco, Kern County	<input type="checkbox"/> 3423 California State Prison, Sacramento, Represa, Sacramento County
<input type="checkbox"/> 1514 North Kern State Prison, Delano, Kern County	<input type="checkbox"/> 3612 California Institution for Men, Chino, San Bernardino County
<input type="checkbox"/> 1605 Avenal State Prison, Avenal, Kings County	<input type="checkbox"/> 3613 California Institution for Women, Frontera, San Bernardino County
<input type="checkbox"/> 1606 California State Prison, Corcoran, Corcoran, Kings County	<input type="checkbox"/> 3715 R. J. Donovan Correctional Facility at Rock Mountain, San Ysidro, San Diego County
<input type="checkbox"/> 1608 California Substance Abuse Treatment Facility and State Prison at Corcoran, Corcoran, Kings County	<input type="checkbox"/> 3901 Deuel Vocational Institution, Tracy, San Joaquin County
<input type="checkbox"/> 1802 California Correctional Center, Susanville, Lassen County	<input type="checkbox"/> 4005 California Men's Colony, San Luis Obispo, San Luis Obispo County
<input type="checkbox"/> 1805 High Desert State Prison, Susanville, Lassen County	<input type="checkbox"/> 4804 California Medical Facility, Vacaville, Solano County
<input type="checkbox"/> 1995 California State Prison, Los Angeles County, Lancaster, Los Angeles County	<input type="checkbox"/> 4811 California State Prison, Solano, Vacaville, Solano County
<input type="checkbox"/> 2003 Central California Women's Facility, Chowchilla, Madera County	<input type="checkbox"/> 5505 Sierra Conservation Center, Jamestown, Tuolumne County
<input type="checkbox"/> 2004 Valley State Prison for Women, Chowchilla, Madera County	<input type="checkbox"/> Kern Valley State Prison, Delano, Kern County

Please notify the Department of Corrections and Rehabilitation. Executive Recruitment and Appointments Unit promptly of any change in your address or availability of appointment.

